

# HUNTON & WILLIAMS

ATLANTA, GEORGIA  
BRUSSELS, BELGIUM  
FAIRFAX, VIRGINIA  
KNOXVILLE, TENNESSEE

SUITE 1400  
ONE HANNOVER SQUARE  
FAYETTEVILLE STREET MALL  
P.O. Box 109

RALEIGH, NORTH CAROLINA 27601

TELEPHONE (919) 899-3000

FACSIMILE (919) 833-6352

NEW YORK, NEW YORK  
NORFOLK, VIRGINIA  
RICHMOND, VIRGINIA  
WASHINGTON, D.C.

FILE: 41147.000208

DIRECT DIAL: 919-899-3061

October 9, 1990

## PRIVILEGED & CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

VIA FACSIMILE -- (212) 907-5344

Bradley B. Brooks, Esquire  
Senior Assistant General Counsel  
Philip Morris International Inc.  
120 Park Avenue, 23rd Floor  
New York, New York 10017

### Records Retention Schedule Comment Forms

Dear Bradley:

Attached for your review are a chart of Comment Forms received to date, a chart of outstanding Comment Forms, and a master list of retention schedules distributed.

I shall send reminder memoranda to you for distribution to those individuals who have not yet returned the Comment Forms.

In the interim, I continue to evaluate the Comment Forms and develop new retention schedules as questionnaires arrive from dilatory departments.

I look forward to seeing you on the 23rd and am sure we will speak before then.

Best regards,



Arthur J. DeBaugh

630/6145

Enclosures

cc: Thomas G. Slater, Jr., Esquire (w/ encs.)  
Ray V. Hartwell, III, Esquire (w/ encs.)

*File*  
*Records*  
*Questionnaires*

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